



# RIGHT OF WAY PERMIT OWNER/BUILDER CHECKLIST FOR INSURANCE SUBMITTALS E-12B

*Development Services*

Engineering Department

1635 Faraday Avenue

760-602-2750

[www.carlsbadca.gov](http://www.carlsbadca.gov)

## 1. RIGHT OF WAY PERMIT APPLICATION

To be completed and signed by individual doing the work. The Permittee is ultimately responsible for all work done that affects the Right-of-Way.

Permit will not be issued until all required information has been provided and traffic control plan approved. Incomplete applications will be returned to the applicant.

## 2. CERTIFICATE OF INSURANCE

Permittee shall provide a certificate of insurance for personal injury and property damage liability in the amount of at least \$1,000,000 (one million) per incident. Certificates providing less than one month's liability insurance coverage will not be accepted. Certificate must specifically name the City of Carlsbad as "Additional Insured", as well as "Certificate Holder." **Naming the city as additional insured requires an endorsement to the policy and is an additional sheet. The policy number must be on the endorsement.**

All required insurance must be underwritten by an insurance company listed in the latest edition of (domestic, not international) Best Rating Guide with a rating of "A-" or better and a financial size of \$50 - \$100 million (currently Class VII) or better.

The Right-of-Way Permit, when issued, will be valid for six months or until liability insurance has expired, whichever comes first. It is the responsibility of the PERMITTEE to notify the city of any insurance policy changes or extensions.



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The Carlsbad Municipal Code requires that the applicant (1) provide proof of liability insurance and (2) name the City of Carlsbad as additional insured on the policy.

**Proof of insurance is in the form of a certificate of insurance. Naming the City of Carlsbad as additional insured requires an endorsement to the policy. The endorsement is a requirement of insurance companies, and is an additional sheet. The policy number must be on the endorsement.**

The checklist below is provided to help you comply with these two requirements.\*

**CERTIFICATE OF INSURANCE**

- ☐ \$1 million (or amount determined by city) single limit general liability insurance
- ☐ Date(s) of the permit work falls within the "policy effective" and "policy expiration" dates
- ☐ Named insured must be consistent with permittee information on the permit application
- ☐ Certificate holder address:

City of Carlsbad  
Engineering Department  
1635 Faraday Avenue  
Carlsbad, CA 92008

**ENDORSEMENT**

- ☐ "The City of Carlsbad, its officers, employees and volunteers are named as additional insured." NO RESTRICTIVE WORDING is acceptable, other than to restrict the coverage to liability arising out of the operations of the insured.

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\* THE INSURANCE MUST BE IN A FORM ACCEPTABLE TO THE CITY AND THIS CHECKLIST IS NOT AN ALL INCLUSIVE LIST OF THE CITY'S REQUIREMENTS.